

## **EDITED KSA LISTING**

### **CLASS: Assistant Chief of Education, Correctional Program**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Comprehensive knowledge of the principles, methods, and procedures of school organization and administration and ability to apply them to the administration of statewide correctional educational programs and other related programs.
<b>K2.</b>	Comprehensive knowledge of modern teaching theory and practice to provide direction and training to staff for the purpose of teaching inmates and wards in correctional institutions.
<b>K3.</b>	General knowledge of academic, vocational subjects, and library programs and their place and value in a rehabilitative education program to ensure the efficient operation of the institution.
<b>K4.</b>	General knowledge of the principles and techniques of educational and vocational counseling to provide assistance in the selection of appropriate education programs for inmates and wards.
<b>K5.</b>	General knowledge of the principles and techniques of personnel management in order to direct and manage human resources.
<b>K6.</b>	Extensive knowledge of the problems (attitudes and behaviors) involved in teaching students in correctional school programs to provide a safe and effective learning environment.
<b>K7.</b>	General knowledge of the personal, emotional, and psychological characteristics and educational needs of the inmate and ward population in order to train staff in the varied teaching modalities.
<b>K8.</b>	General knowledge of classroom management in dealing with the special needs inmate and ward population (e.g. mental health, HIV, mobility impaired, developmentally impaired, special education, etc.)
<b>K9.</b>	Advanced knowledge of modern principles and practices of correctional administration and criminology to be an effective member of the Departmental management team.
<b>K10.</b>	Comprehensive knowledge of the methods of budget, contract and grant preparation to effectively request and manage operational resources, forecast expenditures/needs and remain within budgetary authority.
<b>K11.</b>	Advanced knowledge of the manager's role in the Department's Equal Employment Opportunity Program and processes available for managers to effectively meet those objectives.
<b>K12.</b>	Advanced knowledge of the administration of collective bargaining agreements and grievance handling in order to effectively administer employee Memorandums of Understanding.
<b>K13.</b>	Advanced knowledge of the principles of the department's labor-management relation's policies in order to assist in the labor negotiation process.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
<b>K14.</b>	General knowledge of current technology for effective decision making in order to identify, plan, and incorporate technology in the delivery of educational services.

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#	Knowledge, Skill, Ability
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	Skill to:
<b>S1.</b>	Plan, organize, and manage academic, vocational and library programs for statewide correctional institutions to ensure that quality services are provided to inmates and wards.
<b>S2.</b>	Develop original and imaginative approaches to correctional institution academic and vocational training programs to expand educational opportunities for inmates and wards.
<b>S3.</b>	Implement and maintain courses of study designed to meet the educational needs of inmates and wards.
<b>S4.</b>	Effectively apply interpersonal and communication techniques (e.g. written, oral, listening, etc.) to secure and maintain the respect and cooperation of others (e.g. federal, state and local agencies, staff, inmates, wards, etc.) to maintain an effective operation.
<b>S5.</b>	Analyze situations accurately to resolve issues and recommend a course of action.
<b>S6.</b>	Supervise and train staff to operate an effective education program.
<b>S7.</b>	Plan, organize, direct and evaluate the work of others to operate an effective education program.
<b>S8.</b>	Effectively represent the department's position on the collective bargaining agreements in order to assist in the labor negotiation process.
<b>S9.</b>	Interpret and apply collective bargaining agreements and effectively respond to employee grievances in order to effectively administer employee Memorandums of Understanding.
<b>S10.</b>	Effectively contribute to the department's equal employment opportunity to promote a working environment free from discrimination and harassment.